

Final Revision

1 Choose the correct answer:

1. uses human traits for reasoning and problem-solving to perform tasks.
a. R b. AI c. VR d. All of them
2. are examples of technological research tools.
a. Comparison websites b. Search engines
c. Online reviews d. All the previous
3. is the ethical principle that suggests that AI tools should help society.
a. Be inclusive b. Be unbiased c. Be beneficial d. Be transparent
4. Typing "=" in the cell let Excel know you are creating
a. tables b. graphs c. presentation d. formula
5. In PowerPoint, you can upload pictures from your photo album using..... tab.
a. File b. Home c. Design d. Insert
6. are real-time communication tools.
a. Video chats b. Live TV shows
c. Instant chat rooms d. All of them
7. is/are commands that are provided in sentences for writing computer programs.
a. Programming languages b. Computer hardware
c. Software applications d. Operating systems
8. tool in GIMP allows you to correct flaws in a photo.
a. Retouching b. Blending
c. Special Effects d. Background Change
9. Without an OS, a computer will become.....
a. faster b. slower c. useless d. more efficient
10. Messaging services like WhatsApp use thenetwork.
a. internet b. mobile c. landline d. satellite
11. If you download a new font, you need to use the..... to install it.
a. Task Manager b. Device Manager c. Control Panel d. File Explorer
12. PowerPoint is a useful tool for..... .
a. sharing information b. creating visuals c. both a and b d. none of them
13. In PowerPoint, you can customize your own slide size under thetab.
a. File b. Home c. Design d. Insert
14. are sources of information which a student can potentially learn from.
a. Internet Service Providers b. Educational Service Providers
c. Social media platform d. Online shopping sites
15. AI depends on to learn problem-solving, reasoning, and decision-making.
a. Algorithms b. AR c. VR d. none of them

16. How can you prevent accidental file deletion?
 - a. Delete files regularly
 - b. Rename files often
 - c. Regularly back up important files
 - d. Ignore the issue
17. is content that remains the same for every user who visits the website.
 - a. Static content
 - b. Dynamic content
 - c. Interactive content
 - d. All of them
18. The main goal of Aloj is to
 - a. manufacture electric minibuses
 - b. sell electric minibuses
 - c. provide loans for electric minibuses
 - d. repair electric minibuses
19. The business owner spends the digital token with
 - a. any seller
 - b. an approved seller
 - c. the bank
 - d. the government
20. Flowcharts in PowerPoint illustrate.....
 - a. a series of steps
 - b. a single step
 - c. random steps
 - d. none of them
21. In Excel, to sort data, you need to go to the toolbar and choose:
 - a. Home
 - b. Insert
 - c. Page Layout
 - d. Data
22. Microsoft PowerPoint is a part of
 - a. Adobe Suite
 - b. Google Suite
 - c. Office Suite
 - d. none of them
23. A market for buying and selling stocks is called
 - a. supermarket
 - b. stock exchange
 - c. bonds
 - d. none of them
24. GIMP is a/an source software that is used to alter images.
 - a. open
 - b. closed
 - c. both a and b
 - d. none of them
25. Once you're in the Meet, you should the use of microphone and camera
 - a. turn off
 - b. approve
 - c. ignore
 - d. remove
26. The web Content that changes based on user interactions is called
 - a. static content
 - b. dynamic content
 - c. fixed content
 - d. both a and b
27. Microsoft Word provides formatting tools to
 - a. add bold and italicize words
 - b. set up headings
 - c. create tables
 - d. all of them
28. Ms. Manandhar studied at Singularity University at NASA.
 - a. engineering field
 - b. robotics
 - c. AI
 - d. all of them
29. When you open any Office program, the new font will be available in the.....
 - a. Fonts drop-down menu
 - b. Home tab
 - c. d. Insert tab
 - d. File Menu
30. Flowcharts can be used for..... a task or project
 - a. visualizing
 - b. planning
 - c. presenting
 - d. all of them

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31. A teacher may have a secure database that includes student information, such as.....
a. student number b. class name c. both a and b d. none of them
32. Educational Service Providers (ESPs) may include
a. online libraries b. educational publishing sites
c. online museums d. all the previous
33. Consumers use to compare products.
a. comparison websites b. Google c. social media d. none of them
34. GIMP can be used on operating system.
a. mac b. Windows c. both a and b d. none of them
35. During your video conference, you should
a. turn off your camera b. dress appropriately and smile
c. ignore the participants d. leave the meeting
36. You can insert flowchart in PowerPoint via Insert tab, then click
a. Chart b. WordArt c. Picture d. SmartArt
37. A business may have similar databases for keeping track of.....
a. employees' information b. customers' information
c. suppliers' information d. competitors' information
38. Aloj is a company helps people use financial services.
a. fintech b. healthcare c. transportation d. education
39. Messages sent via WhatsApp are.....
a. encrypted b. open c. unsecured d. public
40. Most laptops and computers pre-loaded with operating system
a. macOS b. Androide c. Windows d. Linux
41. All the following are specifications for Egypt's first electric car, except.....
a. accommodate 5 people b. maximum speed is 120 km/hr
c. uses a lithium-ion battery. d. have affordable price
42. is/are example(s) of ESPs.
a. Alexandria Library b. EKB c. Facebook d. both a and b
43. Smart thermostats use AI to
a. play music b. cook food
c. regulate temperature d. clean the room
44. Comparisons websites compare products based on
a. price b. quality c. both a and b d. none of them
45. store(s) a large amount of information in a computer system.
a. Search engines b. Databases c. social media d. ESP
46. You can two images, using blending feature in GIMP.
a. separate b. delete c. combine d. copy

47. when you aren't speaking in an online meeting, it is recommended to
the microphone.
a. turn on b. mute c. remove d. all of them
48. In Nepal, passengers can pay for their rides through
a. digital tokens b. mobile wallets c. both a and b d. cash
49. messaging services are compatible with operating system.
a. Android b. iOS c. both a and b d. none of them
50. The financial transactions are sent as
a. emails b. letters c. fax d. SMS (text)
51. An operating system (OS) is the software that.....
a. manages a computer's functions
b. runs the software and hardware
c. allows communication with computers d. all of the them
52. respond to your questions online through chat windows.
a. People b. Chatbots c. ISPs d. Chatroom
53. Prevent(s) dangerous email from reaching your inbox.
a. Navigation apps b. Facial recognition
c. Chat windows d. Email spam filters
54. companies can sell to raise money.
a. books b. reviews c. bonds d. competitors
55. You can use to create databases.
a. MS PowerPoint b. WordPress c. MS Word d. none of them
56. tab allows you to choose the size of your slides in PowerPoint.
a. Design b. Save As c. Edit d. Insert
57. GIMP is a software.
a. word processing b. photo editing c. spreadsheet d. presentation
58. is a programming language used to create dynamic web content.
a. HTML b. JavaScript c. Scratch d. Python
59. The loans from Alopi are repaid through.....
a. bank transfers b. cash payments
c. the company's platform d. credit card
60. Macintosh computers use operating system.
a. macOS b. iOS c. Android d. Linux
61. Ms. Manandhar wants to use her knowledge to
a. start a business b. improve the local environment
c. increase the emission rate d. study at google
62. Smartphones and tablets use operating system(s).
a. Android b. iOS c. Windows d. a and b

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63. You can insert flowchart in PowerPoint by selecting from Insert tab.
a. Chart b. WordArt c. Picture d. SmartArt
64. To add additional columns in Excel, right-click the top of the column and then select column.
a. Move b. Insert c. Delete d. Edit
65. The maximum recommended duration for a PowerPoint presentation is minutes.
a. 10 b. 15 c. 20 d. 25
66. You can contact ESPs using
a. email b. chat window c. video chat d. both a and b
67. Social media sites use AI to suggest..... to users.
a. connections b. devices c. locations d. none of them
68. are equal parts into which the ownership of a company is divided.
a. Reviews b. Bonds c. Shares d. Products
69. is an example of a paid photo editing software.
a. GIMP b. Adobe Photoshop c. MS Word d. Spotify
70. The basic tools in Microsoft Teams and Google Meet are
a. similar b. different c. variable d. none of them
71. You should regularly backup important files to a (an)
a. external hard drive b. cloud storage service
c. both a or b d. none of them
72. To add a flowchart in PowerPoint, click on tab.
a. Home b. Insert c. Design d. Animations
73. In Excel, when you write numbers, such as a date, Excel will
a. delete them b. automatically format them
c. change them to text d. none of the previous
74. mode allows you review your presentation for errors or layout issues.
a. Design b. Save As c. Review d. Insert
75. You can easily remove a program in windows by selecting in Control Panel, then uninstall.
a. Programs and Features b. System and Security
c. Hardware and Sound d. Network and Internet
76. Mobile wallet is an app that can be used to
a. send and receive money b. pay bills
c. book travel tickets d. all the previous
77. To choose between different designs in MS. Word, you need to click on the.....
a. Home and View tabs b. Layout and Insert tabs
c. Review and References tabs d. File and Data tabs

78. The ethical principle that ensures user privacy and security is to
a. be protective b. be transparent
c. be inclusive d. be accountable
79. are AI computer programs designed to respond to questions online.
a. Video chats b. Chat rooms c. Chatbots d. All of them
80. provide personalized learning for each user's unique abilities.
a. Navigation apps b. Interactive learning programs
c. Email spam filters d. Language processing tools
81. You can change the settings of an operating system by using
a. a web browser b. device manager
c. task manager d. system settings control
82. You can make a flowchart more visually appealing in PowerPoint by
a. adding more text b. changing colors
c. removing all shapes d. making it smaller
83. The recommended number of slides in a PowerPoint presentation is
a. less than 5 b. not less than 10
c. not more than 10 d. more than 20
84. In Excel, feature is used to arrange information alphabetically.
a. Layout b. Format c. Sort d. Design
85. The follow-up email after video conference should include a of the meeting.
a. summary b. recording c. recipe d. a or b
86. Deleting the file and downloading it again is a solution to the problem that
a. the file was accidentally deleted b. the file is corrupted
c. the file can't be saved d. the device won't charge
87. The loans provided to minibus drivers in Nepal are used for
a. buying electric minibuses b. upgrading existing ones
c. purchasing houses d. both a and b
88. Operating system is a type of
a. software b. hardware c. devices d. Apple app
89. Egypt is launching its first electric car to adopt
a. economic development b. green economy
c. sustainable transportation d. environmental protection
90. The loans provided by Aloia are loans.
a. high-interest b. low-interest
c. no-interest d. variable-interest
91. tools help you choose a style for your presentation in PowerPoint.
a. Themes and Variants b. Save As c. Slide Size d. Print

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- 92.** In PowerPoint, to change colors of a flowchart, you need to click on.....
 - a. SmartArt Design
 - b. SmartArt Colors
 - c. SmartArt Styles
 - d. SmartArt Themes
- 93.** Excel lets you manipulate numbers in your database by adding
 - a.formulas
 - b. filters
 - c. pictures
 - d. text
- 94.** Once you're in the Meet, you should approve the use of
 - a. microphone
 - b. camera
 - c. a and b
 - d. none of them
- 95.** give the individual a percentage of ownership in a company.
 - a.Reviews
 - b. Bonds
 - c. Stocks
 - d. Products
- 96.** To check reports for spelling in Microsoft Word, you use.....
 - a. Formatting tools
 - b. Editing tools
 - c. Preview tools
 - d. Insert tab
- 97.** is the software that manages a computer's functions, runs the software and hardware.
 - a.CPU
 - b. An operating system
 - c. AI
 - d. None of them
- 98.** One of the ways to decrease the carbon emission rate is
 - a. using petrol cars
 - b. using electric cars
 - c. increasing the number of cars
 - d. increasing pollution
- 99.** To see a final preview of your presentation before printing, click on tab.
 - a. Design
 - b. Save As
 - c. File
 - d. Insert
- 100.** To create a simple formula in Excel, first type sign.
 - A. "="
 - b. "x"
 - c. "+"
 - d. "/"
- 101.** If your device won't charge, you should check
 - a. charging cable
 - b. electricity at home
 - c. software update
 - d. a and b
- 102.**..... provide articles about products and links to relevant shopping sites.
 - a. Comparison websites
 - b. Online reviews
 - c. Search engines
 - d. All of them
- 103.**..... help(s) you formulate your writing or responses.
 - a. Facial recognition
 - b. Navigation apps
 - c. Language processing tools
 - d. Chat windows
- 104.**..... tool can be used to add movement to sentences and words in PowerPoint.
 - A. Pictures
 - B. Transition
 - C. Text box
 - D. Animation
- 105.** In Windows, the system settings control is called
 - a. System Preferences
 - b. Control Panel
 - c. Control Center
 - d. Settings
- 106.** What does the business owner receive upon loan approval?
 - a. A physical token
 - b. A digital token
 - c. Bank transfer
 - d. Cash
- 107.** If an AI tool doesn't work properly, the AI designer should
 - a. admit the mistake
 - b. provide insight on the problem.
 - c. blame the users
 - d. both a and b

- 108.** A person who wants to help the environment invest in company.
 a. fast food b. green c. blue d. tobacco
- 109.** Recycle Bin in your computer is deleted files.
 a. temporarily stores b. permanently removes
 c. both a and b d. none of the previous
- 110.** is a free alternative to Adobe Photoshop.
 a. Excel b. Outlook c. GIMP d. MS Word
- 111.** What can you do if a file is corrupted?
 a. Delete it and download it again b. Open it with another program
 c. Update your software d. All the previous
- 112.** To add a new wireless printer in Windows, You need to select
 a. Programs and Features b. System and Security
 c. Hardware and Sound d. Network and Internet,
- 113.** The first Egyptian electric car uses a battery.
 a. lithium-ion b. nickel- cadmium c. lead-acid d. Alkaline
- 114.** You can convert an image tofile using GIMP program.
 a. zip b. exe c. py d. Pdf
- 115.** When trying to a file, be sure you aren't using the name of another file.
 a. delete b. print c. edit d. save
- 116.** The tool in MS Word allows you to view a document before saving or printing.
 a. editing b. preview c. formatting d. both and b
- 117.** To remove computer programs from your Windows PC, you need to open the
 a. Control Center b. Device Manager c. Control Panel d. File Explorer
- 118.** is an app for storing money, you can use it to pay bills
 a. Credit card b. Mobile wallet c. WhatsApp d. a and b
- 119.** tools in Microsoft Word allows you to insert images, hyperlinks, and footnotes.
 a. Review b. Editing c. Formatting d. None of them

2

Put (✓) or (X):

1. AI tools should be inclusive of all users ()
2. E-commerce involves the online purchasing and selling of goods and services. ()
3. Navigation apps utilize AI to guide users to their destinations. ()
4. Office Suite can be used to create presentations. ()
5. Text and images are examples of visuals in PowerPoint. ()
6. Microsoft Excel can be used to create databases. ()

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7. Ms. Manandhar studied robotics and artificial intelligence. ()
8. Messages sent through WhatsApp are encrypted. ()
9. With GIMP, you cannot correct flaws in a photo. ()
10. Programming languages are used to write computer programs. ()
11. Microsoft Teams and Google Meet™ are video conferencing platforms. ()
12. All Educational Service Providers (ESPs) are profit organizations. ()
13. AI tools are not used in writing essays. ()
14. Reviews by family and friends are useful in evaluating products. ()
15. To create a formula in Excel, we use a "=" sign. ()
16. A flowchart illustrates a series of steps. ()
17. macOS is generally more expensive than other operating systems. ()
18. Aloj assists women minibus drivers in Nepal to obtain high-interest loans. ()
19. GIMP can be used to edit photos online. ()
20. JavaScript is primarily used for creating static web content. ()
21. You can join a meeting by entering the invite link. ()
22. The only way to contact ESPs is through email. ()
23. Designers of AI tools do not need to be ethical. ()
24. Companies may sell bonds to raise money. ()
25. All data must be managed in compliance with Egypt's Data Protection Laws. ()
26. You don't need to practice your presentation in advance. ()
27. Microsoft Word allows you to create tables using editing tools. ()
28. Smartphones and tablets use the same operating systems as computers. ()
29. Dust and water in the charging port can prevent a device from charging. ()
30. Adobe Photoshop and GIMP are free photo editing software. ()
31. If your device doesn't charge, try to use another charging cable. ()
32. When writing to an ESP, it's not important to be formal. ()
33. It's not necessary to protect yourself online when using AI tools. ()
34. The stock exchange is a market where people can buy and sell products. ()
35. Excel lets you manipulate numbers in your database by adding formulas. ()
36. The SmartArt Design tab in PowerPoint changes flowchart colors. ()
37. The electric minibuses could increase the emission rate. ()
38. Messaging services like WhatsApp and SMS allow communication with others. ()
39. Using a password manager can help manage passwords. ()
40. It is important to include a summary of the meeting in your follow-up email. ()
41. If a file is corrupted, try opening it using another program. ()

42. Online museums can be considered as ESPs. ()
43. Data used in AI should be based on personal views. ()
44. Stocks and bonds cannot be bought, managed, or sold through websites. ()
45. Review mode allows you to check the presentation for text and layout errors. ()
46. Changing colors makes the flowchart more visually appealing. ()
47. In Windows, the system settings control is called Control Center. ()
48. Passengers can schedule rides online through the company's website. ()
49. No need to check the connection and software before a video call. ()
50. GIMP is closed source software. ()
51. The basic tools in Microsoft Teams and Google Meet™ are different. ()
52. You should always be formal when writing to ESPs. ()
53. Transparency in AI tools involves hiding how they work. ()
54. Online reviews are always accurate and trustworthy. ()
55. Themes and Variants tools enable you to select presentation style. ()
56. PowerPoint enhances understanding better than plain text. ()
57. The editing tools in Word check reports for spelling, grammar, and conciseness. ()
58. Changes in the Control Panel are automatically applied to other software. ()
59. Messaging services are compatible only with Android devices. ()
60. Corrupted files can be fixed by simply re-downloading them. ()
61. Participants can see you if you turn off your camera. ()
62. HTML can only create dynamic web content. ()
63. When communicating with ESPs, it's necessary to be clear and focused. ()
64. Language processing tools can be used to plagiarize work. ()
65. Rumors and lies affect positively on companies business. ()
66. In PowerPoint, you can choose the size of your slide in the Review tab. ()
67. Speak quickly and unclearly during a presentation. ()
68. The loans obtained through Aloi are used to purchase petrol minibuses. ()
69. Messaging services allow communication through text messages only. ()
70. GIMP can be used to make the sky seem brighter in a photo taken on a cloudy day. ()
71. You should mute your microphone when you're not speaking. ()
72. JavaScript is commonly used to create dynamic web content. ()
73. Chatbots in chat windows are real people responding to questions online. ()
74. AI tools should be beneficial and used to help society. ()
75. You should use AI tools to invade people's privacy or cheat them ()

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76. The font size shouldn't be more than 30 pt size ()
77. Most laptops and computers have macOS pre-loaded. ()
78. Egypt's first electric car is designed to accommodate seven people. ()
79. Upon loan approval, the business owner receives a digital token ()
80. GIMP can only be used on Windows. ()
81. Sending a follow-up email after a video conference is not necessary. ()
82. Using the name of another file when trying to save a file can cause an error ()
83. Search engines provide links to relevant shopping sites. ()
84. ESPs are sources of information that a student can potentially learn from. ()
85. AI tools should be available to all users ()
86. You can add pictures to PowerPoint from the internet ()
87. There are additional prices when messaging someone worldwide on WhatsApp ()
88. When you buy a computer or device, it usually does not have a pre-loaded OS ()
89. You can turn off the microphone or camera by clicking on the icon again. ()
90. GIMP does not support adding special effects to an image. ()
91. Replacing a keyboard cable is a solution of the device won't charge ()
92. Consumers use comparison websites to help them compare products. ()
93. ESPs include both profit and non-profit organizations ()
94. When using AI tools, privacy and security are not important ()
95. As Per 10-20-30 rule, PowerPoint should exceed 10 slides. ()
96. Aloj handles the loan process through traditional banks. ()
97. You can't use messaging services to collaborate on a group project ()
98. Video conference is not a real-time communication tool. ()
99. Using a password manager is not a solution for forgetting passwords. ()
100. Google Meet allows you to start a meeting instantly or schedule one for later. ()
101. Buying or selling stocks does not involve any risk ()
102. Language processing tools are not valuable resources of information. ()
103. Consumers are overwhelmed as there are many available online shops. ()
104. PowerPoint does not provide text animation options ()
105. To uninstall an app on Android devices, you need to access the Google Play Store app ()
106. Egypt's first electric car is expected to have an expensive price. ()
107. Dynamic web content remains the same for every user. ()

108. You can join a video conference in Google Meet by entering the code provided. ()
109. Update your programs regularly to prevent corrupt files. ()
110. AI designers are not accountable for mistakes made by their tools. ()
111. Search engines used to find information about products and relevant links ()
112. AI tools should be used to invade people's privacy ()
113. If file name includes special characters, it may give error message when saving it ()
114. Sending a photo using messaging services doesn't require internet access ()
115. The layout and graphical interface of the control panel is the same in each version of Windows. ()
116. To add additional information columns to a database, left-click the top of the column, then select Insert Column. ()
117. Products' reviews from family and friends are helpful ()
118. Microsoft Word allows you to set up headings using formatting tools. ()
119. It is not necessary for AI designers to be transparent about how their tools work. ()

Final Revision Answers

- 1**
- | | | | | |
|--------|--------|--------|--------|--------|
| 1. b | 2. d | 3. c | 4. d | 5. d |
| 6. d | 7. a | 8. a | 9. c | 10. a |
| 11. c | 12. c | 13. c | 14. b | 15. a |
| 16. c | 17. a | 18. c | 19. b | 20. a |
| 21. d | 22. c | 23. b | 24. a | 25. b |
| 26. b | 27. d | 28. d | 29. a | 30. d |
| 31. c | 32. d | 33. a | 34. c | 35. b |
| 36. d | 37. a | 38. a | 39. a | 40. c |
| 41. b | 42. d | 43. c | 44. c | 45. b |
| 46. c | 47. b | 48. c | 49. c | 50. d |
| 51. d | 52. b | 53. d | 54. c | 55. d |
| 56. a | 57. b | 58. b | 59. c | 60. a |
| 61. b | 62. d | 63. d | 64. b | 65. c |
| 66. d | 67. a | 68. c | 69. b | 70. a |
| 71. c | 72. b | 73. b | 74. c | 75. a |
| 76. d | 77. b | 78. a | 79. c | 80. b |
| 81. d | 82. b | 83. c | 84. c | 85. d |
| 86. b | 87. d | 88. a | 89. b | 90. b |
| 91. a | 92. a | 93. a | 94. c | 95. c |
| 96. b | 97. b | 98. b | 99. c | 100. a |
| 101. d | 102. c | 103. c | 104. d | 105. b |
| 106. b | 107. d | 108. b | 109. a | 110. c |
| 111. d | 112. c | 113. a | 114. d | 115. d |
| 116. b | 117. c | 118. b | 119. c | |

- 2**
- | | | | | |
|---------|---------|---------|---------|---------|
| 1. (✓) | 2. (✓) | 3. (✓) | 4. (✓) | 5. (X) |
| 6. (✓) | 7. (✓) | 8. (✓) | 9. (X) | 10. (✓) |
| 11. (✓) | 12. (X) | 13. (X) | 14. (✓) | 15. (✓) |
| 16. (✓) | 17. (✓) | 18. (X) | 19. (✓) | 20. (X) |
| 21. (✓) | 22. (X) | 23. (X) | 24. (✓) | 25. (✓) |
| 26. (X) | 27. (X) | 28. (X) | 29. (✓) | 30. (X) |
| 31. (✓) | 32. (X) | 33. (X) | 34. (X) | 35. (✓) |
| 36. (✓) | 37. (X) | 38. (X) | 39. (✓) | 40. (✓) |
| 41. (✓) | 42. (✓) | 43. (X) | 44. (X) | 45. (✓) |
| 46. (✓) | 47. (X) | 48. (✓) | 49. (X) | 50. (X) |

- | | | | | |
|----------|----------|----------|----------|----------|
| 51. (X) | 52. (✓) | 53. (X) | 54. (X) | 55. (✓) |
| 56. (✓) | 57. (✓) | 58. (✓) | 59. (X) | 60. (✓) |
| 61. (X) | 62. (X) | 63. (✓) | 64. (✓) | 65. (X) |
| 66. (X) | 67. (X) | 68. (X) | 69. (X) | 70. (✓) |
| 71. (✓) | 72. (✓) | 73. (X) | 74. (✓) | 75. (X) |
| 76. (X) | 77. (X) | 78. (X) | 79. (✓) | 80. (X) |
| 81. (X) | 82. (✓) | 83. (✓) | 84. (✓) | 85. (✓) |
| 86. (✓) | 87. (X) | 88. (X) | 89. (✓) | 90. (X) |
| 91. (X) | 92. (✓) | 93. (✓) | 94. (X) | 95. (X) |
| 96. (X) | 97. (X) | 98. (X) | 99. (X) | 100. (✓) |
| 101. (X) | 102. (X) | 103. (✓) | 104. (X) | 105. (✓) |
| 106. (X) | 107. (X) | 108. (✓) | 109. (✓) | 110. (X) |
| 111. (✓) | 112. (X) | 113. (✓) | 114. (X) | 115. (X) |
| 116. (X) | 117. (✓) | 118. (✓) | 119. (X) | |

Lesson 02

Ethics of Using Artificial Intelligence



Artificial Intelligence (AI): It is technology that is able to use human traits of problem-solving, reasoning, and decision-making to perform tasks.

Some common AI tools :

Tool

Usage

- | | |
|--|---|
| ✓ Facial Recognition | Unlock your devices |
| ✓ Navigation Apps | Guide you to a destination |
| ✓ Smart Home Devices
(such as smart thermostats) | Regulate temperature |
| ✓ Digital Voice Assistants | Respond to questions/requests |
| ✓ Email Spam Filters | Prevent dangerous email from reaching your inbox |
| ✓ Social Media Sites | Make connection suggestions to users |
| ✓ Chat Windows on Websites | provide responses from 'chatbots' |
| ✓ Interactive Learning Programs | personalized for each user's unique abilities |
| ✓ Language Processing Tools | Provide information - Formulate your writing or responses (texts, emails, coding, and essays) |



Artificial intelligence (AI) depends on algorithms to teach it how to learn to problem-solve, use reasoning and make decisions.

The Ethics for AI designers

Inclusive: AI tools should be inclusive to all users, not just a select group.

Unbiased: Data should be based on fact, not opinion or personal views.



Beneficial: AI tools should be used to help society, not to take advantage of it.

Transparent: Be willing to explain how the AI tools work.

Protective: User privacy and security must be considered when designing AI tools.

Accountable: If an AI tool doesn't work as it should, **admit the mistake, determine what went wrong and explain what is being done to fix it.**



- Users of AI should also be ethical, using AI tools to help themselves, others, and society.
- Do not use AI tools to invade people's privacy, cheat or cause harm.
- Language processing tools are invaluable resources, but they can be misused to plagiarize work, create misinformation and impersonate people.
- Users must ensure that the AI tool's developer follow a code of ethics.

Lesson 03

E-Commerce



E-commerce: is the buying and selling of goods and services on the internet.

- ✓ There are many online shops. It can be a bit **overwhelming** for some consumers.
- ✓ Experienced consumers use technological research tools to help them make the best purchasing decisions.

Some technological research tools that for shopping online:

Search Engines

Comparison Websites

Online Reviews

1 - Search Engines

Search engines can be used to find information, including **product** and **website information**.

They provide articles about products, and links to relevant shopping sites.

They can help **consumers** make their decisions.



2 - Comparison Websites

Consumers use comparison websites to help them **compare products**. Comparisons could be based on **price**, or **quality** of the product.



3 - Online Reviews

Online reviews by consumers, or even friends or family members on social media, can also be valuable.

Consumers need to be careful. Some reviews may be fake or exaggerated. Information from family and friends is always a helpful way to evaluate potential purchases.



Stocks and bonds

A stock exchange : is a market where people can buy and sell shares (stocks).

The shares: are equal parts into which the ownership of the company is divided.

Stocks give the individual a **percentage of ownership** in a company.

The individual **makes** or **loses money** depending on the company's performance and activity. This process can be quite **risky**.

Companies may **lose** business and money because of **competitors** or **reviews**.

Negative online news stories (including rumors and lies) can also affect companies' business.

Companies can also sell **bonds** to help raise money.

Individuals may choose to purchase stocks to support a company they trust.

For example, a person might want to invest in a green company that helps to preserve the environment.

Stocks and bonds can be bought, managed, and sold through **trusted** and **official websites**.



Lesson 04

Communicating with Educational Service Providers

**Educational service providers (ESPs) include:**

Profit organizations

Non-profit organizations

- ESPs provide educational support.
- They are sources of information which a student can potentially learn from.

ESPs may include:

Online libraries

Educational publishing sites

Online museums

Alexandria Library and Egyptian Knowledge Bank are two well-known ESPs.

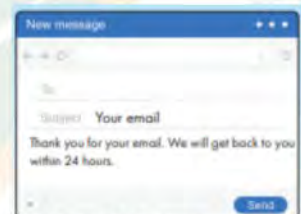
You can contact ESPs:

Formally (Email)

Less formally (Chat windows)

E-mail

- ✓ You can contact ESPs to help you with research or other educational needs.
- ✓ For example, you can send an email request. It's important to be formal when writing to an ESP.
- ✓ Sometimes you may get an automatically generated reply thanking you for your email, and letting you know when you will receive a reply.

**Chat windows**

You can also communicate with some ESPs using **chat windows**, if they are included on their website. Here, you can be a bit **less formal**. However, you must still be polite and also be clear in your request.

Chat windows usually have **chatbots** for responses.



Chatbots : aren't real people. They are **artificial intelligence (AI) computer programs** designed to respond to questions online.

When communicating using chat windows, it's essential to be as **clear** and **focused** in your request as possible. Otherwise, you may not get an accurate or relevant response.



Lesson 05

Computational
Communication Tools

- There are other tools of cloud computing that you can use to communicate with everyone at the same time (real-time communication).
- **This can be done by using digital tools, such as:**

Video chats

Live television shows

Instant chat rooms

- Real-time communication often allows you to get your message across in a more engaging way.
- Two popular video conferencing platforms are:

Microsoft Teams



Google Meet



Some tips for using video conferencing software via the Google Meet platform:

To create a Meet: Click on New Meeting. – Then click on the option that works for you. The option to **start a meeting instantly**, or to **create a meeting for later**.

Once you have created your meeting, copy the meeting link that Google provides. Share it with the meeting participants.

To join a Meet, there are two ways you can join a meeting:

- You can copy and paste **the invite link** into your browser.
- You can also enter the link into the **"Enter a code or link"** field. Then, click **Join**.

Once you're in the Meet, you will be asked to approve the use of the microphone and camera. Click on the microphone icon for audio and the camera icon for video. To turn off the camera or microphone, just click on the icon again.

Before making a video conference, remember to double check your connection and software. Fix any glitches.

During your video conference, remember that participants will be able to see you unless you turn off your camera. Dress appropriately, and be sure to smile and appear friendly. Check that your microphone is on when you're speaking, and mute it when you're not.

After your video conference, send a follow-up email. In your email, include a summary of the meeting or a link to the recording of the meeting if it was recorded.



Lesson 06

Programming and Digital Problems and How to Solve Them



Programming languages

Programming languages: are commands that are provided in sentences for writing computer programs.

HyperText Markup Language (HTML): is a language commonly used to create web pages.

Static web content is set and **remains the same** to every user who visits the website.

Dynamic web content is content that can be **changed** based on the individual user's interactions with the app or website.

HTML is used to create **static** web content.

JavaScript is a programming language allows the creation of **dynamic** web content.



Common digital problems

Problem

Possible solutions

Corrupted file



- Check that the file downloaded correctly. If you're not sure, **delete** the corrupted file and **download** it again.
- Try opening the file using **another program**.
- Make sure your software version is **up-to-date**. If it isn't, run the necessary updates.

Device

won't charge



- Make sure your **charging cable** is functioning. If it isn't, **replace** it with a new cable.
- Be sure there are no issues with your **electricity** or **socket** at home.
- Check for **dust** and **water** in the charging port. Clean the port or remove the water by following the instructions from your device's provider (you can ask your teacher for help).



Problem

Forgotten password



Possible solutions

- Click on the **link** that confirms you forgot your password. Follow the steps to create a **new password**.
- In the future, use a **password manager** application. Set up strong unique passwords for each account and remember the **master password** for the password manager.

Accidental file deletion



- Make sure you can see the “**Recycle Bin**” or “**Trash**” feature on your computer, which **temporarily** stores deleted files.
- Regularly **back up** important files to an external hard drive, or cloud storage service.

Error message When trying to save a file



- Make sure you're not using the name of **another file**.
- Check that you have the right to **access** the file storage location, such as a local hard drive or cloud storage.
- Check to see if your **file name** includes “**special characters**”, which can prevent the file from saving properly



Lesson 07

USING PHOTO EDITING TOOLS



- You can use **Photo editing software** to alter images, making them look more professional.
- Graphic designers, photographers, and other creative professionals often use expensive software such as **Adobe Photoshop**.
- You can use similar tools for free with **GNU Image Manipulation Program (GIMP)**.
- **GIMP** is an **open-source** software that can be used on different operating systems.
- The **GIMP** program is another creation tool that you can use for **presentations**.



Some of the things you can do with GIMP

1 - Retouching

- This **enhances the photo** to make it look more beautiful.
 - 1- **Correct flaws** in the photo.
Ex.: Change red eyes from camera glare to the original color, make skin look smoother, or change the color of a jacket to make it brighter.
 - 2- **Change the background**.
If the photo was taken on a cloudy day, you can make the sky seem brighter.



2 - Blending

- This **combines two images** to make them look like one.
- This is useful when you present an idea for something that doesn't exist yet or show what something might look like.



3 - Special effects

- You can use different **filters** to add special effects to an image.
- EX.: you can make it look like something is moving in the photo with **motion blur**, or make it look very old with the **artistic filter gallery**.



- » GIMP is an **efficient** and **light** program, so it doesn't take up a lot of space on your hard drive.
- » It's a **widely** used program; there are online resources available to help you learn how to use it.
- » Although it has a large number of tools, you can customize the interface to show only the tools that you need. You can also create keyboard shortcuts to select tools easily.
- » You can download the main GIMP software.
- » There are many websites that allow you to use GIMP to edit photos online.
- » GIMP supports different file formats, and you can convert the image to different formats, such as: - **PDF** - **GIF** - **JPEG**.

Lesson 01

Explorer in action



Ms. Sonika Manandhar is:

- 1- financial technology entrepreneur 2-National Geographic Explorer
- She is from **Nepal**.
- Her studies focused on:
The engineering field, and robotics and artificial intelligence at Singularity University at NASA, in California.



Improving the Environment

- Ms. Manandhar uses her X™, formerly known as Twitter®, and Instagram accounts to spread awareness of the benefits of green micro-entrepreneurs for society.
- Ms. Manandhar wanted to use her knowledge to improve the local environment in Republic of Nepal by reducing the **carbon emissions rate**.
- She saw that using small **electric buses** could reduce the emission rate.
- She noticed that most of the **minibus drivers** in the capital Kathmandu were **women**



The fintech company Aloï



- In 2019, Ms. Manandhar co-founded the fintech company **Aloï**.
- **Aloï** is a company that helps people use financial services.
- **Aloï** helps **women minibus drivers** in the Republic of Nepal to get **low-interest loans**. These loans are used to:
 - 1- Buy electric minibuses
 - 2- Upgrade existing electric minibuses **with long-lasting lithium-ion batteries**.
- They receive and repay the loans through the **company's platform**, which is **simpler** and **faster** to use than most current bank loan procedures.
- When the **funder approves a loan**, the business owner gets a **digital token**.
- She spends the token with an approved seller, such as an electric vehicle seller.
- Then the business owner pays the funder back each month from the profits of her business.
- All financial transactions are sent via **SMS** (text), without the need to use the internet.
- The platform reports the payment information, so the funders know exactly how the loans were spent and how much is paid back.
- Passengers can **schedule rides** on the company's website and make payments using **digital tokens** or **mobile wallets**.



Egypt's First Electric Car

- As part of its strategy to adopt a **green economy**,
- Egypt launched its first locally manufactured **electric car**.
- In February 2023, the Arab Academy for Science, Technology and Maritime Transport announced the vehicle's specifications.
 1. The vehicle is designed to accommodate **five** people.
 2. Its maximum speed is **60** km/hr
 3. It uses a **lithium-ion battery**.
- The electric car is expected to have an **affordable** price for the Egyptian market.



Note:

- In Nepal, Riders can schedule and pay their rides using social media messaging tools on Facebook and Instagram with the digital platform's tokens or their own mobile wallet.
- Mobile wallet** is an app for storing money used to:
 - 1- Send and receive funds
 - 2- Pay bills
 - 3- Book travel tickets
 - 4- Subscribe to services
 - 5- Allow users to access their money and use it electronically anywhere and at any time.

Lesson 02

OPERATING SYSTEMS AND SOFTWARE



Operating System (OS)

It is the software that manages a computer's functions, runs and coordinates the communication between the software and hardware, and allows a user to communicate with the computer easily.



- Operating System (OS)** is the most important software on your computer. Without it, your computer is useless.
- OS ensures that all the software that is running at the same time gets what it needs from the Central Processing Unit (CPU), memory, and storage. This keeps your computer running smoothly.
- When you buy a computer or device, it usually has a **pre-loaded OS**.
- Most laptops and computers have **Microsoft Windows** pre-loaded, which is often used in schools and organizations.
- Apple Macintosh computers use **macOS**.
- You have to pay for different software for each of these operating systems, and macOS is generally more expensive.
- Smartphones and tablets use different operating systems, such as **Android** and **iOS**.



Mac OS



Changing the System Settings

- You can change the settings of an OS by using a **system settings control**.
- These controls have different names and appearances depending on the OS:

- **Windows:** Control Panel - **iOS:** Control Center - **macOS:** System Preferences



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Windows Control Panel

- On most computers, you can locate the Control Panel by typing "Control Panel" into the **search box** in the **taskbar**.

All adjustable hardware and software settings and configurations can be modified in the Control Panel.



Example 1 Adding a New Wireless Printer

- 1- Select **Hardware and Sound**
- 2- Then **Add a device**
- 3- Select the one you want to add to your computer.



Example 2 Removing a Device

- 1- Select **Hardware and Sound**
- 2- Then **Add a device**
- 3- Select **Remove**.

The changes you make in the Control Panel are automatically applied to other software in your computer.

Example 3 Downloading a New Font

- 1- In the Control Panel, click on **Fonts**.
- 2- **Drag and drop** the font file from your **Downloads** folder into the fonts library.
 - Then, when you open any Microsoft Office program, the new font will be available in the fonts drop-down menu.

The **layout** and **graphical interface** of the Control Panel is different in each version of Windows since programmers try to improve it each time an updated OS is released.

Installing and Removing Programs

- Some software installs **automatically**.
- For example, when you **plug a new printer** into a PC, Windows downloads the correct software so you can use it immediately.

It is also simple to **remove** computer programs from your computer using these steps.

Removing a program in Windows

- Open the **Control Panel**. Select **Programs**.
- Then select **Programs and Features**.
- Find the program you want to uninstall from the list.
- Right-click on it or press and hold, then select **Uninstall** or **Uninstall/Change**.
- Follow the directions on the screen.



Removing a program in Android



• Open **Google Play Store app**, then tap on the Profile icon.

Tap **Manage apps & devices**, then **Manage**.

Press and hold the name of the app you want to uninstall, then tap **Uninstall**.

Note:

- **Linux** is a family of **open-source** operating systems, which includes variants such as **Fedora**, **Linux Mint**, and **Debian**.
- **Open-source** means that anyone can run Linux for any purpose and make changes to it. It can be distributed by anyone around the world.
- Operating systems that use Linux often **run faster** and **more efficiently** than other OS, such as **Windows**.

Lesson 03

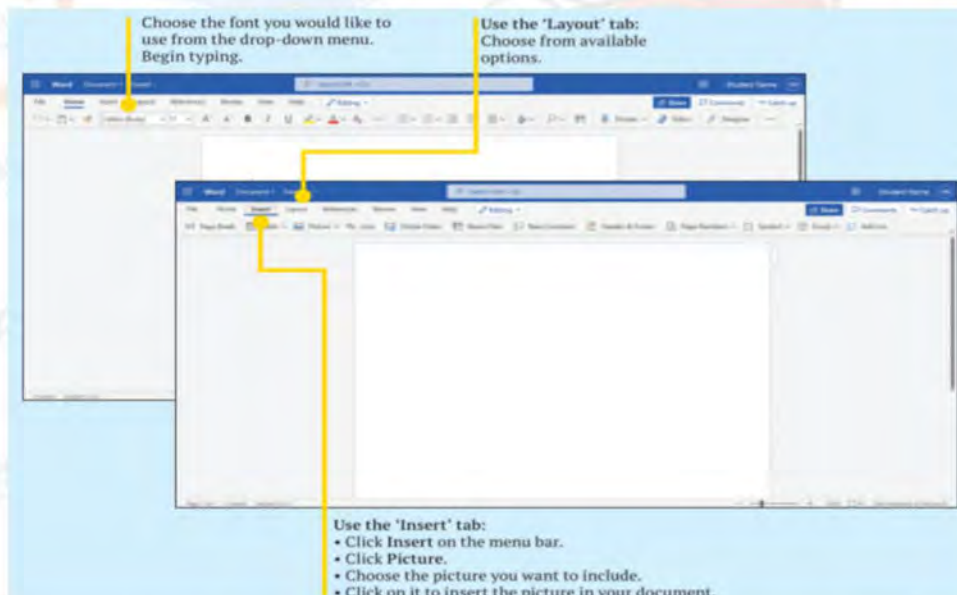
WRITING AND SHARING REPORTS



Writing a report in Microsoft Word



- **Microsoft Word** is still the most reliable creation tool to use for **writing reports** to share information.
- You've become quite comfortable writing reports in Microsoft Word and using **Microsoft Word tools**.
- To choose between different designs in **Microsoft Word**:
Click on the **Layout** and **Insert** tabs and choose the elements you want to include.



Microsoft Word tools

Formatting tools

- To:
- Add bold, and italicize words
 - Set up headings
 - Create tables
 - Insert images, hyperlinks, and footnotes.

Editing tools

- To
- Check reports for spelling, grammar, and conciseness.

Preview tools

- To
- View a document before saving or printing.

Messaging Services



- You can use messaging services, such as the **WhatsApp** to:
 - Communicate ideas.
 - Share information.
- You might also use messaging services to collaborate on a group project or to seek feedback from classmates or teachers.
- Like text messaging, messaging services allow you to send:
 - Text
 - Images
 - Voice messages
 - Videos
- You can include **one person** in a chat, or **many people**.

Advantages of messaging services like WhatsApp over standard text messaging

- Since they use the internet, messages are almost always **free** to send and receive.
- There are no special prices to worry about when messaging someone from across the world.
- Messages sent are **encrypted** – only the intended recipient will be able to see the message.
- Messaging services are compatible on any device and with both Android and Apple products.

There are **no restrictions**.



Lesson 04

CREATING A PRESENTATION



- You can use **Office Suite** to create presentations to express opinions and ideas.
- A suitable design can make presentations engaging and visually appealing.



Microsoft PowerPoint

- It includes **drawing** and **writing** tools to create text. **animation** options to add movement to sentences and words on your slides.
- You can use Microsoft **PowerPoint** to create **presentations** to communicate ideas and opinions.
- PowerPoint has easy-to-use tools to help make material visually appealing to interest viewers.

Tools for creating a presentation in PowerPoint

Tool	Usage
Design tab >> Slide Size	<ul style="list-style-type: none"> Click on it to choose the size of your slide Choose Standard or Widescreen. Customize your own slide size.
Design tab >> Themes and Variants	- These tools help you to choose a style for your presentation, including design and text placement.
Save As >> PDF option	- To save your presentation as a PDF file before printing to <u>keep its formatting</u> .
Edit in Review mode	<ul style="list-style-type: none"> To review your presentation. In Review mode, you can make your changes, if there any text errors or issues with the layout.
File tab >> Print	- To see a final preview of your flyer and click Print.
Insert tab >> Pictures	<ul style="list-style-type: none"> To add pictures to your presentation to help get your message across. You can upload pictures from an online picture bank, a screenshot, or from your photo album.
Insert tab >> Text box	<ul style="list-style-type: none"> to write your Text Use the Text Box to carefully craft your message. You can also use SmartArt but make sure it's easy to read. Remember the 10-20-30 rule when it comes to text size!

10-20-30 Rule

- Slides** shouldn't be more than **10** slides
- Duration** shouldn't be longer than **20** minutes
- Fonts** shouldn't be smaller than **30** point size



Lesson 05

CREATING A DATABASE



- **Databases** store a large amount of information in a computer system.
- The data can then be easily analyzed or changed to meet the needs of users.
- Databases can be used to **collect information** about people, places, or things. **Ex:** 1- A teacher may have a secure database that includes student information such as their **student number** in the school, records and **class name**.

2- A business may have similar databases for keeping track of employees' information.

- **Note:** All data must be managed in compliance with Egypt's Data Protection Laws.



Creating a Database in Microsoft Excel

- You can use **Microsoft Excel** to create databases.
- The steps below explain how to add students numbers, names, and birth dates to create a database in Microsoft Excel:
- **Step 1:** Click on cells A1, B1, C1 to type in the column headings or field names that you want to add.
- **Step 2:** ID number: 1111-11-001. Type the ID number in the correct column.
- **Step 3:** Class name. Type the class name in the correct column, then move to the next column.
- **Step 4:** Student's name. Type the student's name in the correct column.
- To add additional information columns to a database:
 - 1- Right-click the top of the column
 - 2- Select **Insert Column**.
 - 3- Add your column heading.



- When you type in numbers, such as a date, Excel will automatically format them.

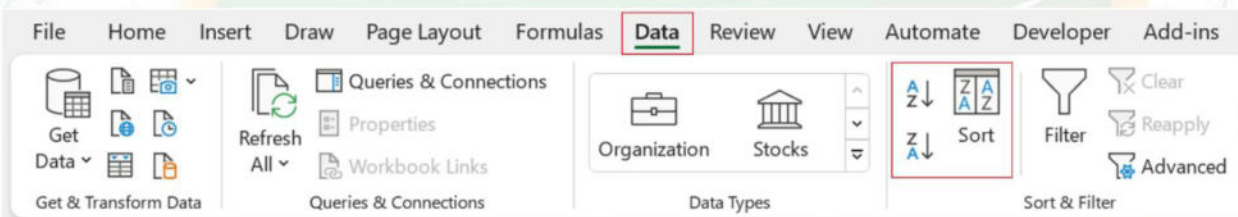


ID Number	Class Name	Student's Name
1111-11-001	Class 1	Student 1
1111-11-002	Class 1	Student 2
1111-11-003	Class 1	Student 3

Using Common Excel Tools

Sorting Adding(+) Subtracting(-) Multiplying(*) Dividing(/)

- **Sort:** Go to the **toolbar** >> **Data** >> **Sort**.



- Excel lets you manipulate numbers in your database by adding **formulas**.
- You can also add text (such as names) to cells, with or without using a formula.
- **To create a formula:** Type "=" in the cell. This lets Excel know you are creating a formula.

Lesson 06

CREATING DIGITAL PROJECTS

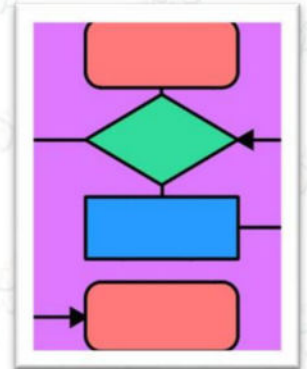


- PowerPoint is a useful presentation tool to share information with others.
- It allows you to share information not just via **text**, but also via **visuals** such as:
 - images
 - videos
 - animations
 - graphics.
- **Visuals** in a presentation are appealing additions to any presentation.
- PowerPoint also helps you to understand the material better than just plain text.



Flowcharts

- Another tool you can include in a PowerPoint presentation is a **flowchart**.
- A **flowchart** illustrates a series of steps.
- You can use it for visualizing, planning, presenting, and tracking progress of a task or project, including a coding project.



How to create a flowchart in PowerPoint?

1. Via the **Insert tab**, click on **SmartArt**.
2. Click on **Choose a SmartArt Graphic**.
3. Select **Process**.
4. Click on a flowchart to review its description in the dialogue box.
5. Choose the flowchart you want to use.
6. Click **OK**.
7. Click on **[Text]** in the flowchart to add your information.



How to change colors of your flowchart?

- You can change the colors of your flowchart to make it more visually appealing
 1. Select the slide and flowchart.
 2. Click on **SmartArt Design**.
 3. Click on **Change Colors** or choose an option using **SmartArt Styles**.
 4. Choose your desired color.

Remember

- When you give a presentation, speak **clearly** and **slowly** – and **confidently**!
- Give your audience an **introduction** about the purpose of your presentation.
- **Practice** your presentation **in advance**.
- Make sure you point towards the different sections of your flowchart.





Second Term Questions Bank



Question 01

choose the correct Answer

- 1 PowerPoint presentation can include
 - a text and images
 - b videos and graphics
 - c animations
 - d all of them
- 2 Smartphones and tablets use operating system.
 - a android
 - b iOS
 - c both a and b
 - d mac OS
- 3 All Aloï's financial transactions are sent via , without the need to use the internet.
 - a Email
 - b WhatsApp
 - c Bank account
 - d SMS
- 4 Messaging services, such as used worldwide for communication.
 - a GIMP
 - b Scratch
 - c WhatsApp
 - d Aloï
- 5 GIMP is a program.
 - a free
 - b paid
 - c high coasted
 - d expensive
- 6 tools in Microsoft Word allows you to insert images, hyperlinks, and footnotes.
 - a Review
 - b Editing
 - c Preview
 - d Formatting
- 7 uses human traits of problem-solving, reasoning, and decision-making to perform tasks.
 - a AR
 - b AI
 - c VR
 - d none of them
- 9 The recommended rule to follow in a PowerPoint presentation is
 - a 5-10-15
 - b 10-20-30
 - c 20-30-40
 - d 20-40-60
- 10 The first Egyptian electric car uses a battery.
 - a nickel-cadmium
 - b lead-acid
 - c lithium-ion
 - d carbon
- 11 Be sure the AI tool's designer or company a code of ethics.
 - a neglect
 - b ignore
 - c Follow
 - d a and b
- 12 To add a flowchart in PowerPoint, click on tab.
 - a Home
 - b Design
 - c Animations
 - d Insert



- 13 You can use technology to unlock your devices.
 (a) navigation apps (b) Paint app (c) facial recognition (d) Email spam filters
- 14 is the buying and selling of goods and services on the internet.
 (a) E-learning (b) Stock exchange (c) E-commerce (d) Super market
- 15 Apple Macintosh computers use operating system.
 (a) iOS (b) Linux (c) Windows (d) macOS
- 16 Consumers use to compare products.
 (a) comparison websites (b) Google (c) social media (d) stocks
- 17 In Excel, when you write numbers such as a date, Excel will
 (a) change them to text (b) delete them (c) automatically format them (d) Non of them
- 18 are sources of information which a student can potentially learn from.
 (a) ISPs (b) ESPs (c) Online shopping sites (d) Chat windows
- 19 The option is used to change the color of the flowchart in PowerPoint.
 (a) Design (b) Format (c) SmartArt Styles (d) Animations
- 20 help you formulating your writing or responses to something.
 (a) navigation apps (b) Language processing tools (c) Programming languages (d) Learning programs
- 21 tools in Microsoft Word used to check reports for spelling, grammar, and conciseness.
 (a) Preview (b) Editing (c) Formatting (d) Animation
- 22 The maximum recommended duration for a PowerPoint presentation is minutes.
 (a) 5 (b) 10 (c) 20 (d) 30
- 23 You can communicate with ESPs
 (a) formally (b) less formally (c) both a and b (d) none of them
- 24 Experienced consumers use to help them make purchasing decisions.
 (a) guesses (b) research tools (c) negative stories (d) online shops



- 25 Ms. Manandhar wanted to reduce the carbon emissions rate by
- a using petrol cars b using gas cars c using electric cars d none of them
- 26 have links to relevant shopping sites.
- a Comments b SMS c Animations d Search engines
- 27 is an open source image manipulation program that used on different operating systems.
- a HTML b GIMP c Adobe Photoshop d Mac OS
- 28 To create a meeting in Google Meet, Click on
- a new meeting b Join meeting c leave meeting d end meeting
- 29 The system settings control called in Windows.
- a Control Center b Control Panel c System Preferences d System manager
- 30 To create a simple formula in Excel, first type in the cell.
- a sign "x" b sign "+" c sign "/" d Sign "="
- 31 When you aren't speaking in an online meeting, it is recommended tothe microphone.
- a turn on b remove c mute d none of them
- 32 You can correct..... in a photo using GIMP.
- a flaws b codes c audio quality d video frames
- 33 Digital voice assistants are primary used to
- a play music b Respond to questions/ requests c regulate temperature d cook food
- 34 When presenting a PowerPoint presentation, you should speak
- a Clearly b slowly c confidently d all of them
- 35 Once you're in the Meet, you shouldthe use of microphone and camera.
- a approve b remove c Ignore d turn off
- 36 Smart thermostats are smart home devices that use AI to
- a regulate temperature b play music c clean the room d play games
- 37 Fonts shouldn't be smaller than point size in PowerPoint presentation
- a 30 b 40 c 48 d 50



- 38 Google Meet™ is a
- (a) search engine (b) email service (c) video conference app (d) web browser
- 39 To create a site with regularly updated information, programmers use
- (a) HTML (b) Email (c) JavaScript (d) Scratch
- 40 A teacher may have a secure database that includes student information such as their
- (a) class name (b) records (c) student number (d) all of them
- 41 Egypt's first electric car is designed to accommodate people.
- (a) 3 (b) 5 (c) 7 (d) 14
- 42 Chat windows are AI tools that provide responses from
- (a) Virtual reality (b) printers (c) Chatbots (d) SMS
- 43 After sending an email to an ESP, you may receive
- (a) automatically generated reply (b) instant response (c) personal phone call (d) SMS
- 44 You can change the color of flowchart in PowerPoint by clicking on then change color.
- (a) WordArt (b) Format (c) SmartArt Design (d) Insert
- 47 The basic tools in Microsoft Teams and Google Meet are
- (a) similar (b) different (c) variable (d) opposite
- 48 give the individual a percentage of ownership in a company.
- (a) Reviews (b) Stocks (c) Bonds (d) Liabilities
- 49 "Retouching" feature in GIMP software involves
- (a) writing codes (b) editing videos (c) add filters (d) enhancing photos
- 50 Consumers should be careful because Some reviews may be
- (a) exaggerated (b) fake (c) both a and b (d) none of them
- 51 Slides shouldn't be more than slides in a PowerPoint presentation.
- (a) 5 (b) 7 (c) 8 (d) 10
- 52 is an example of paid photo editing software.
- (a) HTML (b) MS word (c) Adobe Photoshop (d) GIMP



- 53 If your device won't charge, you should check
 (a) charging cable (b) home's electricity (c) both a and b (d) software update
- 54 Aloi is a company helps people to get loans.
 (a) fintech (b) education (c) healthcare (d) games
- 55 is content that remains the same to every user who visits the website.
 (a) static content (b) dynamic content (c) interactive content (d) all the previous
- 56 You can use to create databases.
 (a) Facebook (b) MS Teams (c) MS Paint (d) MSExcel
- 57 Data used in AI should be based on
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- 62 You can insert flowchart in PowerPoint via Insert tab, then
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 (a) text (b) link (c) page (d) image
- 65 Egypt is launching its first electric car to adopt
 (a) self-driving cars (b) increasing emission rate (c) Green economy (d) environmental pollution



- 66 If a file is corrupted, you can
- ☐ a Delete it and download it again ☐ b Open it with another program ☐ c both a and b ☐ d replace the keyboard
- 67 tab in PowerPoint allows you to choose a style for your presentation.
- ☐ a Design ☐ b Insert ☐ c Save As ☐ d Preview
- 68 are instructions that are provided in code for writing computer programs.
- ☐ a computer hardware ☐ b Games ☐ c programming languages ☐ d software applications
- 69 You can make image look like something is moving in the photo with
- ☐ a motion blur ☐ b generic filter ☐ c artistic filter gallery ☐ d none of them
- 70 In Excel, go to the toolbar, Data, then click on, to arrange information alphabetically.
- ☐ a Layout ☐ b Format ☐ c Design ☐ d Sort
- 71 is not typically included in a formal email to an ESP.
- ☐ a Greeting ☐ b Emojis ☐ c Email address ☐ d endings
- 72 HTML is commonly used for creating
- ☐ a AI software ☐ b web pages ☐ c mobile apps ☐ d games
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- ☐ a Control Center ☐ b Control Panel ☐ c System Preferences ☐ d System manager
- 74 AI tools should be used to society, not to take advantage of it.
- ☐ a harm ☐ b help ☐ c Damage ☐ d hack
- 75 Egypt's first electric car maximum speed is km/hr.
- ☐ a 60 ☐ b 90 ☐ c 100 ☐ d 120
- 76 Messaging services are compatible with operating system.
- ☐ a Android ☐ b iOS ☐ c both a and b ☐ d none of them
- 77 Companies can sell to raise money.
- ☐ a bonds ☐ b stocks ☐ c Reviews ☐ d lies
- 78 Click on to add information to a flowchart in PowerPoint.
- ☐ a [Text] ☐ b [Chart] ☐ c "Design" ☐ d "Home"



- 79 A person who wants to help the environment invest in company.
 (a) outboard (b) green (c) fast food (d) clothes
- 80 The system settings control called in iOS.
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- 81 You can contact ESPs using
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- 85 store(s) a large amount of information in a computer system.
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- 86 Ms. Sonika Manandhar is from
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- 87 If an AI tool doesn't work as it should, you should
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- 96 To add a new wireless printer in Windows, You can select, then add a device.
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- 99 The purpose of photo editing software is to
 (a) write documents (b) surf the internet (c) alter images (d) record videos
- 100 Excel lets you manipulate numbers in your database by adding
 (a) text (b) pictures (c) filters (d) formulas

Question 02

put (√) or (×)

- 1 A flowchart in PowerPoint illustrates a series of steps. ()
- 2 Sorting data in Excel involves going to the toolbar and choosing the Format option. ()
- 3 Without an operating system, your computer will become useless. ()
- 4 Sending a photo using WhatsApp doesn't require internet access. ()
- 5 In PowerPoint, Review mode allows you to check any text errors or issues with the layout. ()



- 6 In Windows, the system settings control is called Control Center. ()
- 7 Office Suite can be used to create presentations to express ideas. ()
- 8 Email Spam Filters can help harmful Emails reach your inbox. ()
- 9 The changes you make in the Control Panel are automatically applied to other software. ()
- 10 Microsoft Excel cannot be used to create databases. ()
- 11 You can include a summary of the meeting in your follow-up email. ()
- 12 You can create tables by using Formatting tools in Microsoft Word. ()
- 13 Comparisons websites are only based on the color of the product. ()
- 14 You cannot preview your presentation before printing. ()
- 15 Using electric cars as a part of Egypt's strategy to adopt a green economy. ()
- 16 You should use AI tools to invade people's privacy, cheat, or cause harm. ()
- 17 You can find online resources to learn how to use GIMP. ()
- 18 PowerPoint allows you to share information via text only. ()
- 19 MacOS is generally more expensive than other operating systems. ()
- 20 GIMP can only be used on windows devices. ()
- 21 Dust and water in the charging port can prevent a device from charging. ()
- 22 The electric minibuses could increase the emission rate. ()
- 23 You can view a document before saving or printing by using Preview tools in Microsoft Word. ()
- 24 You can choose the size of your slide as Standard only. ()
- 25 You can change the settings of an OS by using a system settings control. ()
- 26 It's not necessary to protect yourself online when using AI tools. ()
- 27 Rumors and lies are negative online news stories affect companies. ()
- 28 To create a formula in Excel, we use a "=" sign. ()
- 29 The layout and graphical interface of the Control Panel stay constant in all versions of Windows. ()
- 30 In GIMP, you can convert the image to different formats, such as PDF, GIF and JPEG. ()



- 31 Chatbots in chat windows are real people. ()
- 32 If file name includes special characters, It may give error message. ()
- 33 Messaging services are compatible only with Android devices. ()
- 34 Shares represent equal parts of a company's ownership. ()
- 35 Using a password manager is not a reliable solution for managing passwords. ()
- 36 All smartphones and tablets use the Android operating system. ()
- 37 Changing colors can make your flowchart more visually appealing. ()
- 38 GIMP is closed source software that can't be used on different operating systems. ()
- 39 HTML is used to create static web content. ()
- 40 You cannot add text to cells in Excel. ()
- 41 To uninstall an app on Android devices, you need to open Google Play Store app. ()
- 42 Contacting ESPs more formally involves using chat windows. ()
- 43 Programming languages are used to write computer programs. ()
- 44 Aloj assists women minibus drivers in Nepal to obtain high-interest loans. ()
- 45 Language Processing Tools can be used to plagiarize work. ()
- 46 GIMP can be customized to display only the tools a user needs. ()
- 47 PowerPoint does not provide text animation options. ()
- 48 MS Word allows you to set up headings using formatting tools. ()
- 49 Practicing your presentation in advance is not important. ()
- 50 You can't include meeting recording link in your follow-up email. ()
- 51 Most laptops and computers have Microsoft Windows pre-loaded. ()
- 52 To sort data in Excel, go to the toolbar then choose Data. ()
- 53 With GIMP, you cannot correct flaws in a photo. ()
- 54 AI tools should be inclusive to all users. ()
- 55 JavaScript can't be used to create dynamic web content. ()
- 56 Excel can automatically format numbers like dates. ()
- 57 Using the name of another file when trying to save a file can cause an error. ()



- 58 There are special prices when messaging someone from across the world on WhatsApp. ()
- 59 Companies may sell bonds to raise money. ()
- 60 You can create a flowchart in PowerPoint via the Insert tab. ()
- 61 All fonts are pre-downloaded on your computer, and you can't download a new font. ()
- 62 You should mute your microphone when you're not speaking. ()
- 63 Dynamic web content remains the same for every user. ()
- 64 PowerPoint allows saving presentations as PDF file ()
- 65 When writing to an ESP, it's not important to be formal. ()
- 66 Ms. Sonika Manandhar co-founded the fintech company Aloii. ()
- 67 AI designers must ignore ethical usage. ()
- 68 Databases may be used by a business to track employees' information. ()
- 69 Corrupted files can be fixed by simply re-downloading them. ()
- 70 You should speak quickly and unclearly when presenting a PowerPoint presentation. ()
- 71 You can ask ESPs help with research. ()
- 72 Students cannot learn online from ESPs. ()
- 73 Linux is a family of open-source operating systems. ()
- 74 You can only include one person in a chat through WhatsApp. ()
- 75 Many websites allow you to use GIMP to edit photos online. ()
- 76 GIMP does not support adding special effects to an image. ()
- 77 You can customize your own slide size in PowerPoint. ()
- 78 To remove a device, select Hardware and Sound from Control Panel, then select install. ()
- 79 Technological research tools, like search engines, provide link to relevant shopping sites. ()
- 80 Databases can store a large amount of information in a computer system. ()
- 81 All financial transactions are sent via Email, with the need to use the internet. ()
- 82 GIMP can be used to blend two images together. ()
- 83 Online reviews are always accurate and trustworthy. ()
- 84 Microsoft Teams and Google Meet are video conferencing platforms. ()



- 85 Speaking confidently is important when presenting your information. ()
- 86 To add additional information columns to a database, left-clicking the top of the column and then select Insert Column. ()
- 87 No need to check connection and software before a video call. ()
- 88 Microsoft Word is primarily used for writing reports. ()
- 89 Aloj handles the loans process through the company's platform. ()
- 90 Stocks/shares do not involve any risk. ()
- 91 As Per 10-20-30 rule, PowerPoint should exceed 10 slides. ()
- 92 Linux often run faster and more efficiently than other OS, such as Windows. ()
- 93 Chatbots on websites provide responses through chat windows. ()
- 94 Adobe Photoshop and GIMP are free photo editing software. ()
- 95 You can add pictures from the internet in PowerPoint. ()
- 96 Ms. Manandhar studied engineering field, robotics and AI. ()
- 97 Microsoft Word allows you to italicize words using editing tools. ()
- 98 All data must be managed in compliance with Egypt's Data Protection Laws. ()
- 99 Egypt's first electric car is designed to accommodate seven people. ()
- 100 Visuals in a presentation are appealing additions to any presentation. ()

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

➤ Kindly remember that:

Theme 3 – Lesson 1 is the only enrichment lesson.

(الدرس الاثرائي الوحيد للاطلاع فقط هو الدرس الأول من المحور الثالث)

جميع اسئلة مطابقة لمواصفات الورقة الامتحانية طبقا لآخر تعديل وزاري.

By: Mrs Suzy Atef





Second Term Questions Bank



Question 01

choose the correct Answer

- 1 PowerPoint presentation can include
 (a) text and images (b) videos and graphics (c) animations (d) all of them
- 2 Smartphones and tablets use operating system.
 (a) android (b) iOS (c) both a and b (d) mac OS
- 3 All Aloï's financial transactions are sent via , without the need to use the internet.
 (a) Email (b) WhatsApp (c) Bank account (d) SMS
- 4 Messaging services, such as used worldwide for communication.
 (a) GIMP (b) Scratch (c) WhatsApp (d) Aloï
- 5 GIMP is a program.
 (a) free (b) paid (c) high coasted (d) expensive
- 6 tools in Microsoft Word allows you to insert images, hyperlinks, and footnotes.
 (a) Review (b) Editing (c) Preview (d) Formatting
- 7 uses human traits of problem-solving, reasoning, and decision-making to perform tasks.
 (a) AR (b) AI (c) VR (d) none of them
- 9 The recommended rule to follow in a PowerPoint presentation is
 (a) 5-10-15 (b) 10-20-30 (c) 20-30-40 (d) 20-40-60
- 10 The first Egyptian electric car uses a battery.
 (a) nickel-cadmium (b) lead-acid (c) lithium-ion (d) carbon
- 11 Be sure the AI tool's designer or company a code of ethics.
 (a) neglect (b) ignore (c) Follow (d) a and b
- 12 To add a flowchart in PowerPoint, click on tab.
 (a) Home (b) Design (c) Animations (d) Insert



- 13 You can use technology to unlock your devices.
 (a) navigation apps (b) Paint app (c) facial recognition (d) Email spam filters
- 14 is the buying and selling of goods and services on the internet.
 (a) E-learning (b) Stock exchange (c) E-commerce (d) Super market
- 15 Apple Macintosh computers use operating system.
 (a) iOS (b) Linux (c) Windows (d) macOS
- 16 Consumers use to compare products.
 (a) comparison websites (b) Google (c) social media (d) stocks
- 17 In Excel, when you write numbers such as a date, Excel will
 (a) change them to text (b) delete them (c) automatically format them (d) Non of them
- 18 are sources of information which a student can potentially learn from.
 (a) ISPs (b) ESPs (c) Online shopping sites (d) Chat windows
- 19 The option is used to change the color of the flowchart in PowerPoint.
 (a) Design (b) Format (c) SmartArt Styles (d) Animations
- 20 help you formulating your writing or responses to something.
 (a) navigation apps (b) Language processing tools (c) Programming languages (d) Learning programs
- 21 tools in Microsoft Word used to check reports for spelling, grammar, and conciseness.
 (a) Preview (b) Editing (c) Formatting (d) Animation
- 22 The maximum recommended duration for a PowerPoint presentation is minutes.
 (a) 5 (b) 10 (c) 20 (d) 30
- 23 You can communicate with ESPs
 (a) formally (b) less formally (c) both a and b (d) none of them
- 24 Experienced consumers use to help them make purchasing decisions.
 (a) guesses (b) research tools (c) negative stories (d) online shops



- 25 Ms. Manandhar wanted to reduce the carbon emissions rate by
 (a) using petrol cars (b) using gas cars (c) using electric cars (d) none of them
- 26 have links to relevant shopping sites.
 (a) Comments (b) SMS (c) Animations (d) Search engines
- 27 is an open source image manipulation program that used on different operating systems.
 (a) HTML (b) GIMP (c) Adobe Photoshop (d) Mac OS
- 28 To create a meeting in Google Meet, Click on
 (a) new meeting (b) Join meeting (c) leave meeting (d) end meeting
- 29 The system settings control called in Windows.
 (a) Control Center (b) Control Panel (c) System Preferences (d) System manager
- 30 To create a simple formula in Excel, first type in the cell.
 (a) sign "x" (b) sign "+" (c) sign "/" (d) Sign "="
- 31 When you aren't speaking in an online meeting, it is recommended tothe microphone.
 (a) turn on (b) remove (c) mute (d) none of them
- 32 You can correct..... in a photo using GIMP.
 (a) flaws (b) codes (c) audio quality (d) video frames
- 33 Digital voice assistants are primary used to
 (a) play music (b) Respond to questions/requests (c) regulate temperature (d) cook food
- 34 When presenting a PowerPoint presentation, you should speak
 (a) Clearly (b) slowly (c) confidently (d) all of them
- 35 Once you're in the Meet, you shouldthe use of microphone and camera.
 (a) approve (b) remove (c) Ignore (d) turn off
- 36 Smart thermostats are smart home devices that use AI to
 (a) regulate temperature (b) play music (c) clean the room (d) play games
- 37 Fonts shouldn't be smaller than point size in PowerPoint presentation
 (a) 30 (b) 40 (c) 48 (d) 50



- 38 Google Meet™ is a
- (a) search engine (b) email service (c) video conference app (d) web browser
- 39 To create a site with regularly updated information, programmers use
- (a) HTML (b) Email (c) JavaScript (d) Scratch
- 40 A teacher may have a secure database that includes student information such as their
- (a) class name (b) records (c) student number (d) all of them
- 41 Egypt's first electric car is designed to accommodate people.
- (a) 3 (b) 5 (c) 7 (d) 14
- 42 Chat windows are AI tools that provide responses from
- (a) Virtual reality (b) printers (c) Chatbots (d) SMS
- 43 After sending an email to an ESP, you may receive
- (a) automatically generated reply (b) instant response (c) personal phone call (d) SMS
- 44 You can change the color of flowchart in PowerPoint by clicking on then change color.
- (a) WordArt (b) Format (c) SmartArt Design (d) Insert
- 47 The basic tools in Microsoft Teams and Google Meet are
- (a) similar (b) different (c) variable (d) opposite
- 48 give the individual a percentage of ownership in a company.
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- 49 "Retouching" feature in GIMP software involves
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Question 02

put (✓) or (✗)

- 1 A flowchart in PowerPoint illustrates a series of steps. ✓
- 2 Sorting data in Excel involves going to the toolbar and choosing the Format option. ✗
- 3 Without an operating system, your computer will become useless. ✓
- 4 Sending a photo using WhatsApp doesn't require internet access. ✗
- 5 In PowerPoint, Review mode allows you to check any text errors or issues with the layout. ✓



- 6 In Windows, the system settings control is called Control Center. ☐
- 7 Office Suite can be used to create presentations to express ideas. ☒
- 8 Email Spam Filters can help harmful Emails reach your inbox. ☐
- 9 The changes you make in the Control Panel are automatically applied to other software. ☒
- 10 Microsoft Excel cannot be used to create databases. ☐
- 11 You can include a summary of the meeting in your follow-up email. ☒
- 12 You can create tables by using Formatting tools in Microsoft Word. ☒
- 13 Comparisons websites are only based on the color of the product. ☐
- 14 You cannot preview your presentation before printing. ☐
- 15 Using electric cars as a part of Egypt's strategy to adopt a green economy. ☒
- 16 You should use AI tools to invade people's privacy, cheat, or cause harm. ☐
- 17 You can find online resources to learn how to use GIMP. ☒
- 18 PowerPoint allows you to share information via text only. ☐
- 19 MacOS is generally more expensive than other operating systems. ☒
- 20 GIMP can only be used on windows devices. ☐
- 21 Dust and water in the charging port can prevent a device from charging. ☒
- 22 The electric minibuses could increase the emission rate. ☐
- 23 You can view a document before saving or printing by using Preview tools in Microsoft Word. ☒
- 24 You can choose the size of your slide as Standard only. ☐
- 25 You can change the settings of an OS by using a system settings control. ☒
- 26 It's not necessary to protect yourself online when using AI tools. ☐
- 27 Rumors and lies are negative online news stories affect companies. ☒
- 28 To create a formula in Excel, we use a "=" sign. ☒
- 29 The layout and graphical interface of the Control Panel stay constant in all versions of Windows. ☐
- 30 In GIMP, you can convert the image to different formats, such as PDF, GIF and JPEG. ☒



- | | | |
|----|---|---|
| 31 | Chatbots in chat windows are real people. | ✗ |
| 32 | If file name includes special characters, It may give error message. | ✓ |
| 33 | Messaging services are compatible only with Android devices. | ✗ |
| 34 | Shares represent equal parts of a company's ownership. | ✓ |
| 35 | Using a password manager is not a reliable solution for managing passwords. | ✗ |
| 36 | All smartphones and tablets use the Android operating system. | ✗ |
| 37 | Changing colors can make your flowchart more visually appealing. | ✓ |
| 38 | GIMP is closed source software that can't be used on different operating systems. | ✗ |
| 39 | HTML is used to create static web content. | ✓ |
| 40 | You cannot add text to cells in Excel. | ✗ |
| 41 | To uninstall an app on Android devices, you need to open Google Play Store app. | ✓ |
| 42 | Contacting ESPs more formally involves using chat windows. | ✗ |
| 43 | Programming languages are used to write computer programs. | ✓ |
| 44 | Aloi assists women minibus drivers in Nepal to obtain high-interest loans. | ✗ |
| 45 | Language Processing Tools can be used to plagiarize work. | ✓ |
| 46 | GIMP can be customized to display only the tools a user needs. | ✓ |
| 47 | PowerPoint does not provide text animation options. | ✗ |
| 48 | MS Word allows you to set up headings using formatting tools. | ✓ |
| 49 | Practicing your presentation in advance is not important. | ✗ |
| 50 | You can't include meeting recording link in your follow-up email. | ✗ |
| 51 | Most laptops and computers have Microsoft Windows pre-loaded. | ✓ |
| 52 | To sort data in Excel, go to the toolbar then choose Data. | ✓ |
| 53 | With GIMP, you cannot correct flaws in a photo. | ✗ |
| 54 | AI tools should be inclusive to all users. | ✓ |
| 55 | JavaScript can't be used to create dynamic web content. | ✗ |
| 56 | Excel can automatically format numbers like dates. | ✓ |
| 57 | Using the name of another file when trying to save a file can cause an error. | ✓ |



- | | | |
|----|---|---|
| 58 | There are special prices when messaging someone from across the world on WhatsApp. | ✗ |
| 59 | Companies may sell bonds to raise money. | ✓ |
| 60 | You can create a flowchart in PowerPoint via the Insert tab. | ✓ |
| 61 | All fonts are pre-downloaded on your computer, and you can't download a new font. | ✗ |
| 62 | You should mute your microphone when you're not speaking. | ✓ |
| 63 | Dynamic web content remains the same for every user. | ✗ |
| 64 | PowerPoint allows saving presentations as PDF file | ✓ |
| 65 | When writing to an ESP, it's not important to be formal. | ✗ |
| 66 | Ms. Sonika Manandhar co-founded the fintech company Aloii. | ✓ |
| 67 | AI designers must ignore ethical usage. | ✗ |
| 68 | Databases may be used by a business to track employees' information. | ✓ |
| 69 | Corrupted files can be fixed by simply re-downloading them. | ✓ |
| 70 | You should speak quickly and unclearly when presenting a PowerPoint presentation. | ✗ |
| 71 | You can ask ESPs help with research. | ✓ |
| 72 | Students cannot learn online from ESPs. | ✗ |
| 73 | Linux is a family of open-source operating systems. | ✓ |
| 74 | You can only include one person in a chat through WhatsApp. | ✗ |
| 75 | Many websites allow you to use GIMP to edit photos online. | ✓ |
| 76 | GIMP does not support adding special effects to an image. | ✗ |
| 77 | You can customize your own slide size in PowerPoint. | ✓ |
| 78 | To remove a device, select Hardware and Sound from Control Panel, then select install. | ✗ |
| 79 | Technological research tools, like search engines, provide link to relevant shopping sites. | ✓ |
| 80 | Databases can store a large amount of information in a computer system. | ✓ |
| 81 | All financial transactions are sent via Email, with the need to use the internet. | ✗ |
| 82 | GIMP can be used to blend two images together. | ✓ |
| 83 | Online reviews are always accurate and trustworthy. | ✗ |
| 84 | Microsoft Teams and Google Meet are video conferencing platforms. | ✓ |



- 85 Speaking confidently is important when presenting your information. ✓
- 86 To add additional information columns to a database, left-clicking the top of the column and then select Insert Column. ✗
- 87 No need to check connection and software before a video call. ✗
- 88 Microsoft Word is primarily used for writing reports. ✓
- 89 Aloj handles the loans process through the company's platform. ✓
- 90 Stocks/shares do not involve any risk. ✗
- 91 As Per 10-20-30 rule, PowerPoint should exceed 10 slides. ✗
- 92 Linux often run faster and more efficiently than other OS, such as Windows. ✓
- 93 Chatbots on websites provide responses through chat windows. ✓
- 94 Adobe Photoshop and GIMP are free photo editing software. ✗
- 95 You can add pictures from the internet in PowerPoint. ✓
- 96 Ms. Manandhar studied engineering field, robotics and AI. ✓
- 97 Microsoft Word allows you to italicize words using editing tools. ✗
- 98 All data must be managed in compliance with Egypt's Data Protection Laws. ✓
- 99 Egypt's first electric car is designed to accommodate seven people. ✗
- 100 Visuals in a presentation are appealing additions to any presentation. ✓

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

➤ Kindly remember that:

Theme 3 – Lesson 1 is the only enrichment lesson.

(الدرس الاثرائي الوحيد للاطلاع فقط هو الدرس الأول من المحور الثالث)

جميع اسئلة مطابقة لمواصفات الورقة الامتحانية طبقا لآخر تعديل وزاري.

By: Mrs Suzy Atef



Final Revision (Junior 6)

1- Choose the correct answer from a, b, c:

1. Modifications you make to theautomatically affect other computer programs.

- a. Control Panel b. recycle bin
- c. Excel program d. internet explorer settings

2. by the consumers or family members can be valuable.

- a. Stocks b. Bonds c. Online reviews d. E-commerce

3. The operating system (OS) is the software that control.....

- a. how a computer operates
- b. launches applications and hardware
- c. facilitates simple user-to-computer communication
- d. all of them

4. Computer programs with artificial intelligence (AI) called..... are made to reply to inquiries made online.

- a. Chatbots
b. Instagram
c. WhatsApp
d. none of them

5. are two well-known platforms for video conferences.

- a. Microsoft Teams b. Google Meet™
- c. Both a & b d. None of them

6. HTML is a programming language - that is used to create.....

- a. Emails b. virtual meeting

c. web pages

d. mobile games

7. To deal with images and make the needed modifications, use..... program.

a. Word

b. Google Meet™

c. GIMP

d. Excel

8. A.....program is a tool for creating images.

a. Excel

b. Word

c. GIMP

d. none of them

9. a market where shares, or stocks, can be purchased and sold.

a. e-commerce

b. stock exchange

c. e-learning

d. searching tools

10. Both profit and non-profit organizations are considered.....

a. EKB

b. ESP

c. ADL

d. WWW

11. Try opening the file using another program, in case we have a problem.....

a. corrupted file

b. wrong password

c. missing file

d. virus

12. a benefit of using GIMP.

a. Used on one operating system

c. Closed source

b. More expensive

d. None of them

d. Massachusetts Institute

13.operating systems is commonly pre-loaded on most laptops and computers.

- a. MacOS
- b. "Microsoft Windows"
- c. Linux
- d. Android

14. You can find design options to include in a Microsoft Word document in.....

- a. References tab
- b. Layout and Insert tabs
- c. Home tab
- d. Review tab

15. is a tab you should select in PowerPoint if you want to add a flowchart.

- a. Design
- b. Home
- c. Insert
- d. Slideshow

16. OS manages different units of computer, such as.....

- a. CPU
- b. memory
- c. storage
- d. all of them

17. Any modifications you make to the..... automatically affect other computer

programs.

- a. browser settings

c. Excel settings

b. Control Panel

d. desktop interface

18. to the online purchasing and selling of goods and services.

a. E-commerce

b. E-mail

c. E-learning

d. E-trading

19. MacOS is..... for additional software compared to other operating systems.

a. more expensive

b. free

c. less expensive

d. the same cost

20 . You can insert a picture into a Microsoft Word document from

a. Insert tab > Picture

b. Review tab > Picture

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d. Mailing tab > Picture

2-Put (√) in front of the correct sentence and (x) in front of the wrong one.

1. Artificial intelligence AI, depends on algorithms. ()

2. Profit and non-profit organizations are included in the category of educational service providers (ESPs). ()

3. There are two widely used video conferencing platforms: Google Meet™ and Microsoft Teams. ()
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7. Microsoft Word provides tools for formatting text such as bold and italics.
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8. PowerPoint does not provide an option to save presentations as a PDF file.
()
9. HTML is used to create static web content. ()
10. Your operating system manages how your hardware and software communicate. ()
11. A search engine will give the user speedy results without a brief description. ()
12. GIMP is an open-source software that can be used on different operating systems()
13. To insert a picture in a Microsoft Word document, you should access the 'Review' tab. ()

14. Review mode in PowerPoint is specifically designed for editing and correcting any text errors or layout issues. ()
15. Microsoft Excel is a tool that can be used to create and manage databases. ()
16. Most new computers come without an operating system, requiring the user to install one separately. ()
17. You cannot change the colors of SmartArt graphics in PowerPoint. ()
18. We use formatting tools in Word to add bold and italicize words. ()
19. When you buy a computer or device, it usually has a pre-loaded OS. ()
20. GIMP is a free Photo Editing Tool. ()
21. All online reviews appear fake and overstated. ()
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(T)
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(F)
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